



Page Setup for Plat Maps

In this example I will show you how to set the page size and data frame for Plat Maps. By Idaho code the page size should be 30h x 36w and landscape.

The data frame needs to be 30 x 30 to accommodate the scale(s) that we will use for 1 and 4 section maps.

Start by making sure you are in Layout View.

Once you are on the layout page go to the main menu and choose File menu and then choose Page Setup.

The Page Setup window will appear.

Uncheck Same as Printer.

If you are going to share this map document with someone that does not have access to the same printers as you, then you should *uncheck* Same as Printer.

With Same as Printer the map size is maintained at the same size as the page for the selected printer.

If the map is larger than the selected printer page size some clipping may occur during output.

To create a custom sized map, choose Custom from the Standard Page Sizes pull down.

Change the values of the Standard Map size to 36x30.

And the Page Orientation to *Landscape*.

To set the data frame to the correct position we need to set guides but we need the rulers to accomplish that task.

To turn on the rulers right click off the page and choose options and the Options window will appear.

Choose the Layout View tab.

In the Appearance section choose Show scrollbars and both vertical and horizontal guides.

In the Rulers section check the box next to Show.

Move to the unit's box and choose inches. Next, under the smallest division choose $\frac{1}{2}$ inch, this works well for the accuracy we need and the size of the map.

In the snap elements to section check the box for guides.

In the Snap Tolerance box enter .5 inches, generally the larger the map the larger the snap tolerances you want to use.

Click OK

Next add guides on the horizontal ruler at 1, 6, and 36-inches.

On the vertical ruler add guides at 0 and 30-inches.

Now move your cursor over the data frame and left click once to select the data frame.

Using the handles of the data frame move the appropriate edges to the 6 and 36-inch guides on horizontal and the 0 and 30 guides on the vertical.

With all the edges in place the data frame is at 30 x 30 inches.

This size is appropriate to use a scale of 1:4800 for a 4 section map and a scale of 1:1200 for a 1 section map.